

<b>Guidance Document</b>	Vaccination Confirmation for Research Participants
<b>Applicable Board</b>	HSREB/NMREB
<b>Version Date</b>	September 17, 2021

## SUGGESTED SCRIPTS

Please ensure scripts are applicable to the communication method being used and correlate to your approved methods of communication.

### Phone/Zoom

*Thank you for your interest in our research. Before we go any further it is important that you understand Western’s current policy around vaccination for the campus community and visitors to campus. All persons who attend Western’s campus must be vaccinated or have an applicable exemption.*

*Are you staff, faculty, or a student at Western?*

*If Yes > Great. That is all the information that we need.*

*If No > Continue.*

*Can I please confirm that you have been fully vaccinated for COVID-19 for at least 2 weeks?*

*If No > [Go through exemption criteria](#) > Are you willing to take two negative COVID-19 tests prior to coming to campus?*

*If Yes > Thank you. Once we discuss the study in more detail and you decide whether or not you’d like to participate, I will talk you through how to provide us with documentation of your vaccination status.*

**[PROVIDE INSTRUCTIONS ON HOW TO PROVIDE DOCUMENTATION/WHAT TO BRING TO CAMPUS.** Having participants show proof of vaccination documentation during a Zoom call and documenting vaccination dates is one option. Documenting key information and then having participants present their proof in-person is another.]

*If No > Unfortunately, you will not be able to participate in this study as you will not be able to visit Western’s campus in accordance with Western’s COVID-19 vaccination policy. (If your study has a virtual data collection option, feel free to offer that option for participation.)*

### Email

Thank you for your interest in our research. Before we discuss the research more specifically, it is important that you understand Western’s current policy around vaccination for the campus community and visitors to campus. All persons who attend Western’s campus must be fully vaccinated for at least two weeks or have an applicable exemption.

Please only consider participation and reply to this email with the next steps outlined below if you can confirm that you are fully vaccinated for COVID-19, or if you are able to meet the institutional expectations as described in Western’s vaccination policy (available [here](#)). Note: Research participants are considered “visitors” under this policy.

## SUGGESTED DOCUMENTATION

It is suggested that your documentation of proof of vaccination contain only:

- The study participants' unique study ID
- Principal Investigator name
- Principal Investigator's faculty/department
- Date of second vaccine,
- Confirmation that the second dose will be at least 2 weeks before the first study visit.
- A signature/initials/name of the person who collected the above information and verified the documentation proof, and
- The date the documentation was reviewed.

*Side Note: If participant has an eligible exemption and 2 negative covid tests, specify this on your information sheet.*

This documentation should be stored on paper in a locked cabinet in a locked institutional office, on an institutional network drive, or Western OneDrive. If another platform is chosen, ensure that it is appropriately vetted by the Technology Risk Assessment Committee ([uwo-risk@uwo.ca](mailto:uwo-risk@uwo.ca)) prior to use. Personal devices and USB memory sticks should not be used.